W.P. SANDIN SCHOOL



W.P. Sandin Student Handbook
2026-2027

Respect-Focus-Care

#werespect- Respect is the foundation of teaching and learning at W.P. Sandin. Mutual respect between students and staff builds relationships that promote learning and create a positive culture in the classroom, in the halls, and during extracurricular activities.

#wefocus - We all have the right to learn and teach in a distraction-free environment. We commit to allowing others to learn. We engage by being fully present and seizing the learning opportunities.

#wecare - We care about each other. We help when needed and we keep each other safe. We do not stand by and watch others bring harm to themselves, to each other, or to our school reputation. We speak out and share the responsibility for being kind and supportive of others.

#weare:
-the staff
-the students
-the parents
-the community
-WE ARE SANDIN

Welcome to W. P. Sandin Public High School! We look forward to making your high school experience outstanding. At W.P. Sandin, students experience a small rural high school where the opportunities for involvement in athletics and other extra-curricular activities are numerous. We are proud of what our school has to offer. This handbook will provide valuable information about our school for both students and parents. For ease of use, all information is presented in alphabetical order. We invite and encourage parents to read and discuss the contents of this handbook with your child. This handbook can also be found on our school website at ***https://wp.srsd119.ca/.*** If you have any questions or concerns feel free to call the school. We recognize and value the importance of communication with our students, parents and community.

Please check out our W.P. Sandin Public High School Facebook page and follow our page for ongoing information throughout the school year. The Edsby app and our website https://wp.srsd119.ca/ are kept current and is a helpful site to check for school information, links, news and happenings at W.P. Sandin Public High School.

Edsby App Code "srsd119"

WP Sandin Staff

Mr. Tyler Kuzma – Principal
Mrs. Stephanie Caswell – Secretary
Mr. Cory Dyck - Teacher
Mr. Tyler Gerstner – Teacher
Mr. Lindsay Kyliuk – Teacher
Mrs. Marliese Kasner – Teacher/IEC
Mr. Dale Ginter - Teacher
Mrs. Dianne Thorpe - Teacher
Mrs. Dori Banda - EA
Mrs. Stephanie Kennedy – EA
Mrs. Rowena Samson - Custodian
Mrs. Brenda Rombough – Custodian
Mrs. Julie Gareau - Vice-principal/IEC
Mrs. Kelly Herndier – Librarian/EA
Mrs. Rhonda Berezowski – CSC
Mr. Michael Mandzak - Teacher
Mrs. Pam Boettcher – Teacher
Miss Jordyn Pillar – Teacher
Mr. Devon Thorpe – Teacher
Mrs. Katrina Wilson - Teacher
Mrs. Rachel Simpson- EA
Mrs. Gayle Garneau- EA
Mrs. Jessie Morris - Head Custodian
Ms. Darienne Nikolaisen (Sept-Dec)- School Counselor
Mrs. Taylor Hemsworth (Jan-June) - School Counselor

Attendance (AP 300**)

It is important for students to regularly attend school. If a student is going to be arriving late, leaving early or missing school, we ask that his or her parent/guardian contact the school to explain the absence. You may enter the absence using the Edsby App, leave a message on our phone or send an email: scaswell@srsd119.ca. The school secretary will contact parents or you may receive an automated call/text or email if a student has an unexplained absence.

If a student arrives late (anytime after the 8:49 am or 12:58 pm bell) they must sign in at the front office. If a student arrives late and does not sign in, they may have already been marked as absent and therefore parents will be contacted. If a student is leaving early, they must have permission from a parent/guardian AND sign out at the front office.

Bell Schedule - 2026-2026

8:45 – Welcome Bell

8:49-9:52 – Period 1

9:52-10:55 - Period 2

10:55- 11:05 – Break

11:05-12:08 – Period 3

12:08-12:58 – Lunch (12:55 Welcome Bell)

12:58-2:01 Period 4

2:01-2:12 - Break

2:12-3:15 Period 5

Bus behaviour

Families are encouraged to sign up for busing notifications from SRPSD through the Remind app. For more information regarding bus notifications, please visit the Sask Rivers Website at: https://www.srsd119.ca/daily-bus-report
Students riding buses to school are expected to behave in the same manner as at school. If there is a problem, parents will be contacted by the bus driver. Students may lose bus privileges if inappropriate behavior continues. See SRPSD AP 720**.

Canteen

The canteen is open during morning break, afternoon break and lunch to provide nutritious drinks and snacks for students. Grades 6-8 students can access the canteen at lunch break. Grades 9-12 students can access the canteen during morning, afternoon breaks and after the junior students have gone through the canteen during lunch.

Meal Cards

Meal cards can be purchased online using School Cash Online or paid by cash or cheque at the office. Students are able to use meal cards for hot lunch options, they can not be used to purchase items from the canteen. Meal card balances will be communicated with parents when it is near $0.

Food and Drink

Students are expected to follow guidelines provided by individual classroom teachers regarding eating, drinking, and chewing gum during class time. **No food will be permitted in the gym except during special events. Only water bottles with secure lids will be permitted in the gym. Absolutely no food is permitted in the locker rooms and washrooms. No food or drink will be permitted in the computer lab, while students are using technology in the classroom or in the library at any time. Energy drinks are not allowed in W.P. Sandin Public School. We are a nut-aware facility.**

Please ensure you check the labels before sending food items and ask that there are no nuts in the product.

Cell Phones/Electronic Devices

Starting in the 2024-25 school year, personal electronic devices such as cell phones, smart watches, tablets, and personal gaming devices will no longer be permitted during instructional time across all K-12 schools in Saskatchewan.

This new policy is designed to help students stay focused on their learning and engage more deeply with their teachers and classmates. By minimizing distractions, we aim to create a better learning environment where we can achieve Excellence for Every Learner.

At W.P. Sandin our students will be asked to leave their personal devices in their lockers or at home. It is expected that students will not bring their personal devices into the classroom. **Grade 6 to 8** students will be able to check their personal devices at the beginning or end of recess and lunch but will need to place them back in their lockers and proceed with recess and lunch time device-free. **Grade 9 to 12** students will be able to use their personal devices during break and lunch. If a student uses their device during instructional time at any point, the teacher will be allowed to take the device and keep it until the end of the period. A second offense will result in the device being turned in to the office until the end of the day. Any offense beyond the second offense, the device will remain at the office until a guardian is contacted.

This includes the student leaving class to go to the bathroom or hallway during class

We ask parents needing to contact their student during class time to please call the office instead of interrupting their student during instructional time. We will be sure to pass along any messages to your child in a timely manner.

Any recording of school events, including photos and videos of other students and staff members, must comply with the Local Authority Freedom of Information Protection of Privacy guidelines.

Clothing

It is expected that all students will dress in a way that is appropriate for a school setting; explicit language, clothing that implies inappropriate double meanings, messages that promote drugs/alcohol, hatred toward others, unhealthy lifestyles, suggestive logos or drawings, or anything else deemed inappropriate for a school setting by staff or administration is not allowed. These messages will also be prohibited on any other items brought into the school by students including stickers, binders, cell phone cases, etc. as well as student profile pictures that can be viewed on school technology.

Students dressed inappropriately will be asked to either cover up or change clothes if they are able. Students will be provided with temporary school clothing to change into for the remainder of the day, and if necessary, the parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day. Students will be asked to place items with inappropriate messages in their (locked) locker for the day and to refrain from bringing them back into the school. If students are noncompliant, the items are subject to confiscation and will need to be picked up by a parent. Students will be asked to immediately change inappropriate profile pictures and accounts may be suspended.

Hats are allowed in classrooms and hallways; BUT the office will support individual teachers who choose NOT to allow hats in their classes. Hats will NOT be allowed during formal assemblies (such as Remembrance Day).

Bandanas, hoods, and sunglasses are not to be worn indoors unless required for a medical purpose.

In order to provide a safe environment and to keep our school looking fabulous, students are required to remove all dirty/wet footwear at the door. Students must have other shoes to change into.

Language

As a school, we strive to have positive communication between all members of our school community. We expect students and staff to consistently use appropriate language and avoid derogatory and negative words. Inappropriate language will be addressed and may result in suspension.

Expectation of Student Participation

It is an expectation of all students to be active participants in every class.

Active participation is defined by:

- Attending class regularly and punctually
- Arriving to classes prepared to learn and actively engage in all learning activities
- Not interfering with the learning of classmates
- Adhering to the course schedule

Please see AP 300 - Appendix A: The Division Code of Conduct** for more information regarding expectations of students.

Students experiencing ongoing difficulties adhering to the Code of Conduct will be offered school-based supports, which will be coordinated with a school-based team. This team may consist of the classroom teacher, Educational Support Teacher, WP Administration, the school social worker and/or members of the SRPSD student support services team. If students are not demonstrating active participation or success in the course he or she may be required to:

- Work in an alternate location
- Adhere to the terms of an individualized contract
- Work on home study
- Withdraw from the course

Extracurricular Activities

W.P. Sandin offers a wide variety of opportunities for students to participate in extracurricular activities, clubs, teams and student leadership opportunities. Research suggests that a student's achievement increases when involved in extracurricular activities and all students are encouraged to participate in extracurricular activities.

Participation in all extracurricular activities is a privilege. Students must have a positive academic standing and clearly demonstrate the expectations outlined in the SRPSD Student Code of Conduct (AP 300***) and demonstrate the definition of "active participation" from the Expectation of Students policy described above. Students that are not meeting this criterion will not be allowed to participate in extracurricular activities.

Fitness Room

The fitness room may be available for students from grades 9-12 during noon hours and occasionally before or after school as direct staff supervision permits. A schedule will be created by the supervising staff member and must be followed. To access the fitness room students are required to:

- work out with a partner and never alone
- complete the fitness room training session provided by Mr. Thorpe
- keep the fitness room clean which includes wiping down equipment after use of each piece of equipment
- strictly adhere to all of the rules and expectations of the fitness room

For the safety of everyone, students who are not exercising and/or not on the schedule will not be permitted to be in the fitness room. Anyone who is not strictly following the rules of the fitness room will be suspended from the usage of the room.

High School Course Selections:

Mrs. Gareau will be our WP Sandin Transition Coach and she will be meeting with students in grade 10-12 throughout the school year regarding high school course selections, graduation requirements and post-secondary planning. Please listen to the announcements for more information regarding meeting times or stop in to see Mrs. Gareau to set up an appointment throughout the school year.

Students who are interested in registering in online courses through our SRPSD Distance Learning Centre courses are still an option; however they are limited in their selection based on must speak with Mr. Kuzma or Mrs. Gareau first to discuss options and for approval before registration occurs.

Inclement Weather

Our school remains open in inclement weather. Listen to the radio in the morning, check SRSD119.ca bus tab, or check the SRPSD Bussing Remind app regarding bus cancellations. See SRPSD AP 710**.

Library

The library is open during the lunch break for students in Grade 9-12 to work on school projects or homework. Students are not permitted to eat or drink in the library and must first eat in their own homerooms or student lounge. Students must conduct themselves in a responsible manner while using the library during break time.

Students are welcome to sign out books and are responsible to return them in the same condition as when they were taken out. If books are lost or damaged, the student will be charged to replace the book.

When students are in the library during class time or during a spare, they are expected to conduct themselves in a quiet manner as fitting of a library. **The NEW Cell Phone Policy applies to spares as well.** Computers are also available in the library for students to use, following the technological guidelines as set by Saskatchewan Rivers Public School Division AP 810**. If students use computers inappropriately, computer privileges will be lost.

Lockers

Students are assigned a locker and must use a school provided lock (personal student locks cannot be used on our lockers and students will be asked to immediately remove them or they may be cut off). If a student loses their lock they will be charged a $10 fee to replace the lock. Students are expected to lock their lockers to ensure all personal items are secure and safe throughout the school day. Grade 9-12 students have the option to not use a lock with the understanding that their personal items are no longer secure and safe throughout the day.

Lockers may be opened and inspected at the discretion of the principal.

Students are discouraged from having valuables or large amounts of money at school. If necessary, students may leave their valuables and money in the office where it will be locked in the school safe.

W.P. Sandin is not responsible for lost or stolen items.

Lunch

For the safety of our students, all students in grades 6 and 7 must have written permission from a parent/guardian in order to leave the school grounds during the lunch break. A lunch permission form will be sent out to all families with students in grades 6-7 and must be signed and returned before students will be allowed to leave school property at lunch time. **Even with a signed parent permission form, this does not permit a student to cross the highway.**
Students in grades 6-8 will be expected to go outside after they have finished eating and will need to come dressed for the weather.
If students are planning to leave during lunch they must leave at the beginning of the lunch break, not partway through.

Students in grades 9-12 may eat lunch at school in designated areas as determined by the lunch supervisors and are also welcome to leave the school during the lunch break. Students may not bring any food or drink into the library, gym or computer lab.

Medication

Students will not be given medication of any kind from staff members, including over-the-counter medication, without written parental consent and explicit written instructions.

Physical Education

Appropriate dress for physical education includes shorts or sweatpants, t-shirt and a separate pair of non-marking runners, other than their outdoor shoes. We ask parents to ensure your child has appropriate PE clothes and **non-marking running shoes (please no 'skate' shoes).**

Smoking and Vaping

As of August 15, 2010, the Government of Saskatchewan, proclaimed the provision which bans tobacco use on school grounds by students, staff and all visitors. This provision includes both smoked and smokeless tobacco (chew), as well as electronic cigarettes (vapes). Parents will be contacted if their child is found smoking, chewing tobacco, or vaping on school property, including the school parking lot, in private student vehicles or on an out-of school trip/event and suspension will occur. AP 155**.

Vapes and other tobacco related products that are in view at school are subject to confiscation.

Alcohol and Drug Use

Students are prohibited from the use/posession of any type of alcohol or drugs on school premises, at other locations while involved as a participant or spectator in a school-sponsored activity, or while in transport to and from school or a school-sponsored activity. AP 337

Spare Periods

Students are encouraged to take a full course load. Grade 11 and 12 students may take spares with parent permission. Students who are enrolled in online courses and would like to work on their coursework will be given a designated spot in the library. Students on spare may not wander the hallways, enter any classes that they are not enrolled in or disrupt the learning of others in any way. **Grade 11 and 12 students may leave the school during spare periods but are required to sign out at the office** (we require this for fire regulations and safety in case of a lockdown). Students on a spare still must follow the school cell phone policy and are not permitted to use their devices in workspaces

Sports Teams

Our sports teams participate in the Saskatchewan High School Athletics Association and the P4A league. Attendance at practices and games is an expectation. Parents may be asked to help with transportation to games. Students playing school sports will be provided with a schedule as soon as it is available and will be expected to share this with their families. Attending class and keeping up with school work is an expectation for our student-athletes.

Student Leadership Council

Student Leadership Council is considered an extracurricular activity and is a way for our students to have a voice in our school and develop leadership skills. Our SLC organizes fun activities for our students and supports our local community. Students are encouraged to participate and become involved.

Technology

Students have access to computers in the computer lab and in their classrooms. The first time students log onto a school computer they will be required to read and agree to the SRPSD's Acceptable Use of Technology Guidelines. See SRPSD AP 810**. If not followed, suspension of computer use will occur.

Student fees

Student fees will be due by September 30, 2026 of the academic year. All outstanding student fees of a grade 12 student are required to be paid for a student to participate in graduation.

Saskatchewan Rivers School Division will not charge fees, levies or other costs for instructional materials and supplies required to meet the mandatory course requirements at each grade level.

Families are encouraged to make school payments through the online payment program. Visit https://www.srsd119.ca/school-cash-online for information and instructions. **Cash and cheques will continue to be accepted and can be submitted to your child's homeroom teacher. All cheques can be made payable to W.P. Sandin Public High School.** All student fees are required to be paid in full including fees from past years that have not been paid. An invoice will be provided to all families with current and past due fees.

Student fees for the 2026-2027 school year:

- $30 student fee
- $20 SLC fee
- additional elective class fees for students enrolled in Construction, Commercial Cooking, Outdoor Education and Studio Art to cover the high price of consumable products and experiences provided in each class.

Transportation in Private Vehicles

On a rare occasion, it may be necessary for students to travel in private vehicles to curricular and extra-curricular school events. This will occur only with prior approval and only when all other options for transportation are unavailable or deemed

unsuitable for the situation. The transportation of students in private vehicles will follow the guidelines outlined in SRPSD AP 735**.

As per the policy (AP 735),

- a minimum personal liability insurance coverage of $2,000,000 must be carried on each private vehicle used to transport students on school approved trips.
- Documentation of this insurance and a copy of a valid driver's license must be submitted to the office prior to the time the transportation will occur and approved by the principal. Students and families may access these forms by calling the office at (306) 747-2191.
- **Signed permission must be granted by parents for each time a student will be transported in a private vehicle, including a vehicle in which the student is driving themselves. No student, regardless of age, may drive another student without additional written permission from both parents for each event.**
- As per AP 735** students who disregard this policy shall be prohibited from participating in the events.

If you have any questions regarding Administrative Procedure 735**, please do not hesitate to call the school and speak with Mr. Tyler Kuzma at (306) 747-2191.

Vehicles

We have many students walking to and from buses in the morning and after school who need to be safe on their travels. We ask that all drivers please proceed cautiously, adhere to the rules of the road and the posted speed limits and refrain from honking their horns and excessive noise out of respect for our neighbors. The posted speed limit in the school zone is 30 km/hr.

Students are welcome to angle park in front of school, in front of the outdoor rink as well as parallel park across the street on town parking. If students are unsure of where or how to park, please ask a staff member and we will help you out. Please respect our neighbors and do not block driveways or back alleys and adhere to all posted signage. Students who do not comply with driving and parking regulations may be ticketed and/or towed according to the bylaws of the Town of Shellbrook or reported to the RCMP.

For the safety and security of our students there will be absolutely no motorized vehicles allowed on school property at any time other than in the designated parking areas. The RCMP will be notified if there are any violations. Parking in the field may be approved by administration for football games and other special events.

Students are not to be at or in their vehicles during break time. Students will not be permitted to leave the school grounds during break times other than the lunch break.

Verbal Threats/Threatening Behaviour/Bullying/Physical Violence

The safety and well-being of students and staff is top priority. Verbal threats, bullying and threatening behaviour are not acceptable within the Saskatchewan Rivers Public School Division and W. P. Sandin Public High School. All incidents will be investigated and dealt with appropriately. Refer to SRPSD AP 336 & 338**.

** *Administrative Procedures (AP) can be found on the Sask Rivers website at https://www.srsd119.ca/administration-procedures*
All W.P. Sandin students and staff are bound by the Administrative Procedures of the Division.